

St. Barnabas Episcopal Church Bainbridge Island, WA
January 15, 2023 Minutes of the Vestry Regular Meeting by Zoom Teleconference

Vestry Members Present—Barbara Bolles, *Sr. Warden*; Steve Schmitz, *Jr. Warden for the People*; Brian Andvik, *Jr. Warden for Buildings and Grounds*; Laura Bainbridge; Angie Bickerton; Michael Ditmore; Kirk Eichenberger; Judith Hanna; The Rev. Karen Haig

Vestry Member Absent— Judith Hanna, Claire Hicks

Others Present—Mike Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*

Call to Order: 12:35 p.m.

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
1.	Opening Prayer	Steve Schmitz
2.	Spiritual Reflection	Rev. Karen Haig
3.	Approval of Agenda	Barbara Bolles
➤	Motion: Approve the meeting agenda as amended. MSP	
4.	Approval of Minutes from December 18, 2022 Meeting	Barbara
➤	Motion: Approve the minutes. MSP, with one abstention.	
5.	Old Business	
5.1	Interim Rates	Barbara/Kirk
	The Finance Committee will be looking at this and will report at a later date.	
5.2	Newcomers Brunch Update	Barbara/Rev. Karen
	The brunch was a success with twenty in attendance. Rebecca Ditmore was thanked for her contribution to the event.	
5.3	Creating an Endowment for SB Parishioners	Rev. Karen
	The Finance Committee agrees in principle but wishes to ascertain how to move forward with this concept and define how it will work. Funds would be unrestricted and kept track of as they come in, then periodically they would be added to the Hodges Endowment.	
5.4	Update on Savings Move to CD	Kirk Eichenberger
	There are now three CDs at HomeStreet Bank for \$30K each, which will now be earning interest. The idea is to have a total of four to five CDs with rotating expiration dates.	
6.	New Business	
6.1	Letter of Agreement	Barbara/Rev. Karen
	The annual letter of agreement for ministry and compensation with Rev. Karen has been completed and signed. It includes information about the role of the priest and vestry. Once Rev. Karen signs it, it will be submitted to the diocese.	

6.2 Mutual Ministry Agreement

Rev. Karen

When Rev. Karen came to St. Barnabas, a Mutual Ministry Agreement was created. Each year, this is reviewed, with the goals for the new year adapted for the upcoming year. Last year's goals were the sabbatical, creation of a strategic planning committee, and getting back into the church. All three have been completed and the strategic planning committee has been formed and is scheduled to meet in February. Goals for this year are having a vestry approved Strategic Plan done by the end of 2023; hiring a family ministry coordinator; continuing to identify, support, and engage our Sunday morning online community.

- Motion: Approve three goals of the Mutual Ministry Agreement. **MSP**

6.3 Lenten Reflection Invitation

Rev. Karen

Vestry members will be receiving a scripture via email by Rev. Karen. These reflections are due back to her by Wednesday, February 1. NOTE: DATE CHANGED TO FEBRUARY 10 BY REV. KAREN

6.4 Annual Meeting—February 12, 2023

Rev. Karen/Barbara

The meeting will be livestreamed and recorded. The format will be reminiscent of last year's meeting, but held in person.

6.5 Parish Parochial Report

Rev. Karen/Barbara

Rev. Karen will email Barbara about this.

6.6 Vestry Calendar

Rev. Karen/Barbara

Vestry members were asked to review and submit any items they think that should be on the yearly to do list.

6.7 Congregational Development Grant Spending

Rev. Karen

Our goal is to procure the equipment necessary to stream and transition by March 31. Walking tour projects need to be completed by the end of 2023.

6.8 Budget Update

Rev. Karen/Mike Killion

Rev. Karen, Mike, and Kirk finished their work on the budget last week., the goal is to make the budget as close as possible to our anticipated spending. We have increased our pledge income, but with fewer pledges. An additional \$50K will come from the Hodges Endowment (4% of the past 4 quarter's income). The diocesan assessment is 14.5%. We're fortunate to have assets that we can use during short periods, but one of the goals of the Strategic Planning Committee is to address this situation. Rev. Karen, Mike, and Kirk were commended for their efforts in pulling the 2023 budget together.

- Motion: Approve the 2023 budget as presented. **MSP**

6.9 End of Life Planning Meeting—Date TBD

Angie Bickerton

This is a meeting to help congregants plan their funerals. Rev. Karen and Paul Roy will plan the liturgical portion, and there will be legal advisors present to provide additional information on writing wills. Angie and Barbara will meet to plan the details. The parish hall is booked for a funeral reception on the preferred date of 2/26, so the date is tbd.

7.0 Reports

7.1 Treasurer's Report

Mike Killion

The church's total equity is positive and increasing. We began 2022 with a deficit budget of \$78,500 and ended the year with a \$23,000 surplus. We receive 100% of the 2022 pledge income. The plate offerings were twice what was expected. Total income was \$563K. Administration expenses and payroll expenses were under budget. Our 2022 budget for expenses was \$548K, with expenses coming in at \$539K. Mike Killion was thanked for his careful watch over our finances, in a deeply spiritual, gentle, and thoughtful manner.

- Motion: Accept the treasurer's report. **MSP**

7.2 Day School Report/Rector Remarks

Rev. Karen

Liturgy: Over 200 people attended Christmas Eve services, a large percentage of whom were Visitors, and the pageant was terrific. The day school is going along well. They had their first covid case, but it was not transmitted through the day school; the teachers masked for ten days. While Rev. Karen is out for surgery and recovery, Judith McDaniel will cover the first weekend, Jan Heller will cover the second, and Nancy Tiederman will cover the third. Deacon Dan and Pastor Nancy will cover pastoral needs.

8. Parish Chancellor Update

Kathy Bolles

Kathy will be drafting the resolution that will allow us to hold the annual meeting in person and online.

9. Action Items

All:

- Send in your Lenten Reflection by Friday, February 10.
- Submit any items which should be included on the yearly vestry to do list.

Rev. Karen:

- Send Kirk the current pricing and the previous beginning paperwork to set up a trust for the interium.
- Check into St. Thomas's process for how an unrestricted parishioner's endowment can be created.
- Email Rebecca list with the roles of vestry from the Letter of Agreement.
- Email the vestry with their scripture for the Lenten Reflection.
- Email Barbara about the Parish Parochial Report.
- Get funeral planning information from Rev. Dianne Andrews.
- Contact Tom Beierle to be the person who handles online questions/voting during the annual meeting.

Barbara:

- Add passing the plate to the announcements and mention hand sanitizer.
- Contact Paul Roy to decide date for End of Life Service Planning meeting.
- Schedule End of Life Service Planning meeting with Lisa-Marie.

- Plan End of Life Planning event with Angie.
- Contact attorney about End of Life Planning meeting.

Kirk:

- Finalize interium rates.

Angie:

- End of Life Planning event with Barbara.

10. Graduating Vestry Appreciation

Angie and Kirk are attending their last vestry meetings, and Mike will be retiring as treasurer. They were thanked for their care, spirituality, and for who they are as people. It is their contagious enthusiasm, as well as a generosity of spirit, wisdom, and care that each of them has shown the clergy, fellow vestry members, and the congregation that makes replacing them difficult. They will be very missed.

11. Closing Prayer

Steve

12. Executive Session—Discussion of New Vestry Members

Barbara

13. Adjournment

Barbara

- Motion: to Adjourn at 3:20 p.m. **MSP**

Faithfully submitted,

Rebecca Ditmore

Rebecca Ditmore
St. Barnabas Vestry Clerk